RFQ Questions	Answers
Can I use thank you letters and cards from past weatherization clients?	Sure, any submission toward the quality of your work is accepted. However, please note that client testimonies cannot substitute nor dismiss technical field reviews.
In our ARRA program, we only had one monitor's report that had findings. It was in 2010. Should I include this even though the RFQ asked for FY 2011-2012?	Please make sure that you are responding to the appropriate RFQ. This was a response which had to be addressed under the first draft of the RFQ; under the amended version dated *February 7, 2013* this response no longer is required.
How does an agency provide proof that we are exempt from filing as a Charitable Organization?	This information will be found on the first page of your IRS Designation page. Federal tax rules that apply to group rulings of exemption are under the Internal Revenue Code section 501. A brief description of the requirements for exemption are under IRC Section 501(c)(3).
At the Bidder's Conference Doris Wright stated she was going to check on the minimum qualification requirement regarding "charitable organization" and let us all know if it would still be required. Page 7, Section 2.1 #2. Is this a requirement as stated in the RFQ?	Yes it is. The bid process is open to Offerors that are: (1) Community Action Agencies or (2) other public or nonprofit entities for which this requirement may be applicable.
If the "charitable organization" is no longer required, can you please send a copy of the updated "certification" form?	No, there will not be a revised form. There may be Offerors for which this applies. For Offerors that this requirement is not applicable that is covered on the Certification form where its states, "if applicable."
Community Action Agencies have not been required to register with the Arkansas Attorney General's Office as a charitable organization. Is this still a minimum threshold requirement?	Yes to Offerors that are not a Community Action Agencies this still may be a minimum threshold requirement. For Community Action Agencies, please submit on agency letterhead a statement which states this does not apply, if applicable.
In regards to the two pilot programs. Do these units have to be occupied at the time of Weatherization? We have multi-family units possibly targeted for a rehab project plus weatherization monies but a couple are uninhabited and we didn't want to consider them in our select if this was not an option. The units will be scheduled to become units for persons of low income.	In the 10 CFR Part 440, §440.22 *Eligible dwelling units*. (a) A dwelling unit shall be eligible for weatherization assistance under this part if it is _occupied_ by a family unit.
Please describe what form of documentation we need to show to outline the experience of Field Operation Staff.	Supporting documentation may include a resume, portfolios, certifications, a reference list, letters of recommendation, completed training from the WTC, and other supporting documentation as specified in specific job duties.
If no one has BPI or the Certification from NWACC or PTC, can we use lead base paint certifications, OSHA, and any other trainings that staff have passed to lead up to the Certification?	You may list any certifications that employees have as it relates to WAP. However, training leading up to certifications cannot be listed _as a certification_.

Page 9, Section 2.4 #3. There were no "budgets" forms released with this RFQ. Can you please send a copy of the "budget" form so that I can ensure we are not making a substitution that will not be accepted.	This RFQ is a Request For Qualifications. At this time we are not granting with any agencies, therefore, it would be premature to fill out budget forms until your agency has been selected as a successful Offeror.
During the WX RFQ Bidders conference it was stated that agencies who were applying needed to provide their monitoring reports for Weatherization only in regards to 3.1.3 from pages 11 & 12 (External Audit, Findings, Frequency of Findings, and Reports & Invoicing). The fiscal audit would have all of the financial data from every program we offer. I just would like to verify that we are not required to submit monitoring reports from all the programs we offer please. On page (8) 2.3 Proposal Requirements #1 appears to indicate that we would be required to	It is under this section, **Evaluation Criteria** §3.1.3, that an Offeror can <u>receive points</u> based on their fiscal management capabilities (see scoring criteria). However, under §2.3.1 **Proposal Requirements.** This is a part of a thorough review of the Offeror's fiscal management capabilities. Under this section, the Offeror must list any and all funds received from <u>other </u>federal, state, local or tribal government funding sources along with the most current monitoring letter stating that the Offeror is in good standing with that entity.
Can you please clarify that the "applications" forms they are referring to are pages 20-22 of the RFQ, the "certifications" is page 19 and the "schedules" is on page 6?	Yes, **Attachment A** titled, "*2013 Arkansas Weatherization Program RFQ Application"* is the application for the RFQ. Pages 21 & 22 are a checklist to ensure that Offerors have submitted all necessary materials along with its application. Omission of required materials could lead to disqualification.
In the RFQ on page 8, question #7 – Offerors must submit in their packet a screenshot showing they are not debarred from HUD. The link does not work. What is the correct access link?	The link has moved. For general information on debarments, other exclusionary action taken by the Federal Government and to find a listing of individuals and entities debarred by HUD, please visit the System for Award Management website at <u>http//sam.gov/.</u> Once on the site type your agency name and make a screenshot of the results.
2.3 Proposal Requirements **Offerors must meet the basic eligibility criteria specified in the ─Minimum Qualifications and Requirements‖ section of this RFQ. In addition, Responses to the RFQ must meet the requirements enumerated below.** **1. Offerors must report any and all funds received from other federal, state, local or tribal government funding sources as evidenced by the most current monitoring letter from said entities that Offerors are in good standing with their programs. Not all programs have a standard monitoring letter that show said entities of that Offerors are in good standing with their programs. How can we approach this to satisfy what the requirement is asking for?**	Offerors should request a letter from all funding sources to verify that they are in good standing. Please make sure that the documentation is on the funding source's letterhead.

What is the definition of project or program management in energy efficiency (page 11 at the top) as opposed to project or program management in DOE WAP?	Project or program management in energy efficiency could be managing a program which: (1) acts as a 3rd party oversight entity, (2) conducted energy audits for utility-rate customers or (3) installs energy-saving measures for other programs such as USDA 504 program, whereas, under the DOE WAP, an Offeror should state list staff's years of experience managing the Weatherization Assistance Program.
What kind of description of programmatic approach plans (page 11) do you want? Do you want description or technical? Please explain exactly what you are expecting.	OCS cannot answer this response for Offerors. Offerors must submit a plan as to *its* approach for executing each category. Please provide details and be as all-encompassing and specific as you can.
The proposal asks that you list projects on page 13, #7b. Do you want Weatherization specific or agency wide?	This response is related to total _funding_ received. Offerors response should outline the total approved budget, total number of units produced, and any leveraged funds received per project/program. For Offerors which were WAP service providers, this response should apply to the Weatherization Assistance Program. For Offerors, which have not been a part of WAP, please provide a response based on energy efficiency related work.
Offerors must report any and all funds received from other Federal, state, local or tribal government funding sources (page 8). Will the external CPA audit report be sufficient?	Offerors must submit <u>a list </u>of other federal, state, local or tribal government funding sources. It is not necessary to submit an entire CPA report for this response.
Do you want agency-wide monitoring reports or do you want Weatherization specific monitoring reports for answering Frequency of Findings on page 12 at the top?	For Offerors which were WAP service providers, this response should apply to Weatherization monitoring. For Offerors, which have not been a part of WAP, please provide a response based on energy efficiency related work.
Is the latest version of the Request of Qualifications the one passed out at the contractors meeting on February 8 (date amended is February 7, 2013)?	Yes, the RFQ has only been amended **once** which was the same one disbursed at the bidder's conference.
Was all the reference forms included in the RFQ dated February 7, 2013?	Yes
What program are you referring (page 13, questions 2b)? Are you talking about Arkansas Weatherization program or Weatherization Assistance Program?	For Offerors which were WAP service providers, please provide a response on how the Arkansas Weatherization Assistance Program (**WAP**) fits into the agency mission. For Offerors, which have not been a part of WAP, please provide a response on how energy efficiency related work fits into the agency mission.
What do we submit to show reports and invoicing were submitted timely and correctly?	For Offerors which were WAP service providers, OCS will provide a breakdown of uploaded-dates for Vendor Reports and email-dates or date-stamped Monthly Production reports. For Offerors, which have not been a part of WAP, please provide a statement on letterhead from other funding sources that reports and invoices were correctly submitted on a timely basis.

At the top of page 12 where it states "Findings have been cleared." Are you talking about the CPA audit?	Offerors that are currently WAP service providers must provide its response based on an external CPA audit *as well as any* compliance internal findings that were discovered by OCS monitors, DHS Internal Auditors, or Peer Review, if applicable. Offerors that are not being monitored by DHS must provide a response based on an external CPA audit *and* internal findings from its other funding sources, if applicable.
Can you tell us the names of the PAC Committee? Please list the PAC Committee.	Thomas E. Green, OCS, Ex-Officio, Mark Whitmer, Patricia Atkinson, Brad Cummings, Kenny Gunn, Beverly Palmer, Scott Hamilton, Melissa McWilliams, Jay Hartman, Wally Nixon, Lawrence McCullough, Keith Fountain, and Ken Smith. **Note**: Members of the PAC which are also Offerors (highlighted in red) cannot participate in the review process.
Will the PAC schedule the interviews in advance?	The PAC committee will contact each Offeror which *successfully* submitted an RFQ. Offerors should be prepared to have an interview with the PAC during the week of 3/11 – 15/2013.
Will the interview questions be the same for every agency applying?	Yes
In 3.1.2 Program/Project Readiness under Programmatic Approach the second item Service Delivery I'm fuzzy on the exact direction the question is asking. It seems vast. Can you simplify this for me?	This response is looking for how the Offeror will execute its Weatherization Assistance Program. i.e. An Offeror could ask itself the question, once an audit is conducted, how will we deliver services? Does the Offeror have in-house HVAC employees or will you utilize subcontractors? Use these questions to help guide your thinking while developing an approach to delivery your services.
Should we have support letters mailed to OCS?	No, have your supporters mail the letters to your agency and include them in your proposal packet.